

License Application Targeted Case Management

PROCEDURAL REQUIREMENTS COMMUNITY SERVICE PROVIDER (K.A.R. 30-63-10 et.seq)

The following items are part of the Licensure Packet:

- a. License application
 - b. Applicable regulations
 - c. Submit your policies and procedures to our agency. Mail them to Susan Fout at Kansas Department for Aging and Disability Services, Community Services and Programs, ATTN: Quality Assurance/Licensing, 503 S. Kansas Avenue, Topeka, KS 66603
1. All services required to be licensed under K.A.R. 30-63-10 et.seq. must be licensed to receive state and federal reimbursement for services rendered.
 2. Each individual case manager must meet qualification requirements, and accomplish required training/assessments to provide case management services.
 3. A license application must be submitted for:
 - a) Initial application to provide TCM community services and/or
 - b) Annual renewal of existing services
 - c) Services to be provided in additional CDDO area
 4. Applicants first seeking to become a licensed DD Targeted Case Management Service Provider may be issued a temporary provisional license, subject to further review before a final decision is made, based on apparent ability to achieve compliance with regulations communicated in the applicant's policies and procedures and through an interview with KDADS IDD Licensing staff. Provisional temporary status will continue until KDADS has had adequate time to assess actual compliance with the regulations.
 5. Applicant will make available to KDADS the name of person(s) receiving services, and the addresses where those services take place.
 6. To ensure completion of the licensing process by the requested effective date, the license application must be submitted at least **60 (SIXTY) days PRIOR** to the start services or annual renewal date.
 7. For a new license send to the KDADS your completed application.
 8. For renewal of license send completed application to the KDADS Quality Management Staff 60 days prior to the start serves or annual renewal date.
 9. For new Licensure along with the completed application send the following:
 - a. Business Plan
 - b. Written policies and procedures for your agency.
 - c. Copies of forms your agency will use regarding providing services.
 - d. Once approved you will receive a temporary license
 - e. Initiate the affiliation process with the Community Developmental Disability Organization (CDDO) of your choice.
 - f. The temporary license will be effective until you begin serving the first individual at which time the KDADS Quality Management Staff will make an onsite visit to your agency to assure compliance.
 - g. If services have not been initiated in the first six months, another temporary license may be issued upon request and approval.

